

PROJECT, OBJECTIVES, GOALS AND IMPLEMENTATION (POGI)

Junior Faculty Development Program ECA/A/E/EUR 11-05

Office of Academic Exchange Programs European Programs Branch

The POGI guidelines apply specifically to the Request for Grant Proposals (RFGP) issued by the Office of Academic Exchange Programs, ECA/A/E/EUR, for the Junior Faculty Development Program. Proposals must conform to the RFGP, the Guidelines stated in this document, and the standard Proposal Submission Instructions (PSI). Applications not adhering to the conditions set forth herein may be deemed technically ineligible. These guidelines are specific to the program mentioned above and are IN ADDITION TO the Standard Guidelines outlined in the PSI. If there is a perceived disparity between the standard and program specific Guidelines and the program information supplied in the accompanying RFGP, the RFGP is to be the dominant reference.

I. STATEMENT OF WORK

Pending the availability of funds, the Bureau of Educational and Cultural Affairs (ECA) expects to award one Cooperative Agreement for the administration of the Junior Faculty Development Program (JFDP) in the United States. Program participants will be university faculty in the early stages of their careers from Albania, Armenia, Azerbaijan, Bosnia and Herzegovina, Croatia, Georgia, Kazakhstan, Kosovo, Kyrgyzstan, Macedonia, Montenegro, Serbia, Tajikistan, Turkmenistan, and Uzbekistan. The cooperating organization, in close coordination with the Public Affairs Sections (PAS) of the U.S. Embassies, will recruit and select candidates for the program in each country, with the exception of Uzbekistan where recruitment will be managed by the U.S. Embassy in Tashkent. In January 2012, the JFDP will place university faculty from the participating countries at U.S. colleges and universities for a fully funded one-semester, non-degree program.

The JFDP will provide opportunities for university-level instructors in the humanities and social sciences with strong potential for leadership in their disciplines to:

- Broaden their knowledge of the subjects they teach;
- Develop and maintain linkages between their home and host institutions; and
- Acquire an in-depth understanding of the U.S. system of higher education.

During their stay in the United States, the JFDP participants will work closely with U.S. faculty mentors, audit undergraduate or graduate-level courses, and attend academic and professional conferences in order to gain an in-depth perspective on their fields of study. Whenever possible,

participants will also teach a course or give lectures and, based on the knowledge acquired in the United States, develop curricula that can be implemented upon returning to their home institution.

The cooperating organization will administer the overseas recruitment and selection of JFDP candidates. Responsibilities for the overseas administration of the JFDP include:

1. Consulting closely with the Public Affairs Section (PAS) in each participating country, with the exception of Uzbekistan, on JFDP recruitment and selection procedures;
2. Advertising the program in participating countries using the most effective media outlets at the most reasonable cost;
3. Producing and distributing program applications (applications should also be made available online);
4. Recruiting, in close consultation with PAS in each country, qualified candidates for the program from institutions of higher education in the participating countries;
5. Identifying U.S. and local scholars to review and evaluate written applications for the JFDP. The cooperating organization will make PAS aware of its selections for application reviewers and will keep PAS consistently informed about its JFDP application evaluation process;
6. Arranging panels of U.S. scholars and local scholars to interview JFDP semi-finalists in English during the second round of selection to the program. The Public Affairs or Cultural Affairs Officer should be invited to observe and to participate in the JFDP interview process;
7. Administering an Institutional TOEFL to evaluate the English language abilities of the JFDP semi-finalists at the time of the interview;
8. Assisting JFDP finalists in securing J-1 visas and answering their questions on programmatic issues, including, but not limited to, university placements, travel, accident and sickness benefits, and policies and regulations regarding dependents;
9. Conducting pre-departure orientations for finalists in home countries.

For the U.S. administration of the JFDP, the cooperating organization's responsibilities include:

1. Conducting an open competition for U.S. institutions to host JFDP participants for one academic semester;
2. Creating affiliations for JFDP participants at appropriate U.S. institutions for one academic semester;
3. Providing intensive English language training for program finalists whose English skills need strengthening. Assessment of the English language abilities of the finalists should be based on Institutional TOEFL scores and on an assessment of their English skills at the time of their interviews during the semi-finalist stage of the JFDP competition;
4. Issuing DS-2019 forms via the Student and Exchange Visitor Information System (SEVIS);
5. Arranging round-trip travel for JFDP participants from their home cities to U.S. host institutions;

6. Screening participants' medical forms and immunization records for compliance with host university vaccination and health requirements;
7. Enrolling participants in the Bureau-funded health benefits program, Accident and Sickness Policy for Exchanges (ASPE);
8. Conducting a comprehensive orientation in the U.S. for JFDP participants prior to the beginning of their academic program;
9. Conducting a comprehensive "virtual" mid-program conference to be broadcast on-line on website created for the JFDP;
10. Developing and facilitating professional enrichment activities;
11. Monitoring JFDP participants and the performance of host institutions for the duration of the program;
12. Evaluating, in close consultation with ECA, the program and its impact on the participants and their communities during their stay in the U.S. and after they return to their home countries;
13. Managing financial aspects of the program (including timely disbursement of participant stipends, housing allowances, accident and sickness benefits, host university agreements, and other activity costs) and prompt reporting of any irregularities in the budget or spending to ECA so they can be dealt with as soon as possible;
14. Assisting participants to comply with Federal income tax regulations and calculating appropriate amounts that must be withheld from students' grants in accordance with the Tax Reform Act of 1986;
15. Participating in a mid-program review with ECA, to be held at a mutually convenient day and time that will be suggested by ECA, to identify any program and budget matters of concern;
16. Conducting program workshops;
17. Reporting programmatic, financial and statistical information to ECA;
18. Managing and monitoring the J-1 visas of the participants;
19. Responding fully and promptly to requests for program information from ECA;
20. Ensuring compliance with the terms of the Cooperative Agreement with ECA, including, but not limited to, submitting timely financial and program reports and proper budget oversight.

Please note that in a Cooperative Agreement, the Bureau is substantially involved in program activities above and beyond routine grant monitoring. ECA activities and responsibilities for this program include:

1. Participation in the design and direction of program activities;
2. Approval of key personnel;
3. Approval and input on program timelines and agendas;
4. Providing guidance in execution of all program components;
5. Review and approval of all program publicity and other materials;
6. Approval of host campuses;
7. Final selection of participants;
8. Approval of changes to students' proposed academic field or institution;

9. Approval of decisions related to special circumstances or problems throughout duration of program;
10. Assistance with SEVIS-related issues;
11. Assistance with participant emergencies;
12. Liaison with relevant U.S. Embassies and country desk officers at the State Department.

II. PROGRAM SPECIFIC GUIDELINES

A. OVERSEAS ACTIVITIES

The cooperating organization will administer the overseas activities of the JFDP in Albania, Armenia, Azerbaijan, Bosnia and Herzegovina, Croatia, Georgia, Kazakhstan, Kosovo, Kyrgyzstan, Macedonia, Montenegro, Serbia, Tajikistan, Turkmenistan, and Uzbekistan. Upon receipt of the cooperative agreement, anticipated in March 2011, the cooperating organization will begin an aggressive campaign to advertise the JFDP, and to distribute program applications to appropriate audiences in consultation with the PAS. Outreach will focus on faculty in the beginning stages of their careers in institutions of higher learning, especially in provincial cities. The cooperating organization should seek to attract as large and diverse grantee pool as possible, including persons with disabilities and persons of ethnic minorities. Competition for JFDP participants must be non-discriminatory, open, and fair to all applicants. Applicants will not be discriminated against because of race, religion, national origin, or gender. **NOTE: Applicant organizations are asked to describe how they intend to conduct activities in Uzbekistan, where the government has restricted some non-governmental organization exchange activity. This description should include all recruitment and selection activities, as well as follow-on and alumni programming.**

Eligibility

Competition for the JFDP is merit-based and open to faculty members in the early stages of their careers who meet the following criteria:

- Is a citizen, national or permanent resident of Albania, Armenia, Azerbaijan, Bosnia and Herzegovina, Croatia, Georgia, Kazakhstan, Kosovo, Kyrgyzstan, Macedonia, Montenegro, Serbia, Tajikistan, Turkmenistan, or Uzbekistan;
- Is currently teaching at an institution of higher education in his/her home country and has at least two (2) years of professional experience as a university lecturer or administrator at the time of application;
- Submits a complete application with all required documents, including medical records, by the application deadline;
- Is able to begin the academic exchange program in the United States in January of 2012;
- Is able to receive a U.S. J-1 visa;
- Is committed to returning to his/her home country after completion of the program; and

- Is proficient in spoken and written English at the time of application.

Individuals in the following circumstances are NOT eligible for the JFDP:

- U.S. citizens and permanent residents of the United States;
- Individuals currently participating in academic, training or research programs in the United States;
- Individuals currently residing or working outside the participating countries;
- Individuals who have participated in an exchange visitor program sponsored or funded by the U.S. government (e.g., U.S. Department of State, Public Affairs Sections of U.S. Embassies or other U.S. government agencies) for a period of more than six weeks and who have not fulfilled their two-year home residency requirement by the time of application;
- Individuals who have applied for U.S. permanent residency in the past three years;
- Employees and their families of non-profit organizations who administer the JFDP on behalf of the U. S. Department of State. This provision does not disqualify self-supporting members of families who live apart from their parents;
- Local employees of the U.S. missions abroad who work for the U.S. Department of State or the U.S. Agency for International Development are ineligible for grants during the period of their employment and for one year following the termination of employment;
- Immediate families (i.e., spouses and dependent children) of U.S. Department of State and U.S. Agency for International Development employees for a period of one year following the termination of such employment. This provision does not disqualify self-supporting members of families who live apart from their parents;
- Persons arrested for, charged with, or convicted of a crime (excluding minor traffic violations).

Selection

After collecting and screening applications for completeness, the cooperating organization will identify a selection committee comprised of scholars with expertise in the applicants' designated fields of study to read and evaluate each written application using a form that is designed in consultation with ECA. Based on the written application evaluations, the cooperating organization will invite a certain percentage of the applicants (approximately three candidates for every placement available) for interviews. A panel comprised of at least one U.S. scholar and one local (in-country) scholar (who is fluent in English) will conduct the interviews in English. Each panelist will complete an interview evaluation form designed by the cooperating organization and approved by ECA. The panelists will rank order the candidates interviewed based on the anticipated number of JFDP finalists and alternate candidates. An Institutional TOEFL will be administered to each JFDP semi-finalist who does not already possess a valid TOEFL score of 550 (or 213 on the Computer-Based Test) or higher. JFDP finalists who do not possess a TOEFL score of 550 or higher will be eligible for intensive pre-program English language training provided by the cooperating organization. PAS must be informed about the interview schedule at least two weeks prior to the date and invited to participate.

Local representatives of the cooperating organization will forward all of the application materials of the finalists and alternate candidates to its U.S.-based office for approval and to verify that they can be placed at a host institution. Based on the written applications, interviews, TOEFL scores, and PAS comments, the cooperating organization will select the JFDP finalists and alternates, according to the number fellowships designated by ECA. Each PAS will receive a list of candidates nominated for fellowships for its concurrence. After consulting with ECA, the cooperating organization will inform all finalists, alternate candidates and rejected applicants *in writing* of their status in the JFDP competition. ECA will review all placements before they are finalized.

Involvement of Public Affairs Section

Recruitment and selection of candidates for the JFDP is the responsibility of the cooperating organization in collaboration with ECA. Public Affairs Sections (PAS) of U.S. Embassies in participating countries are unable to offer more than minimal support for these processes. It is required, however, that the cooperating organization maintains ongoing communication with PAS and coordinate its operations during all phases of the program with the PAS Public Affairs Officer or designate. The proposal should address the cooperating organization's plans for maintaining a close working relationship with the Public Affairs Sections throughout the entire program cycle.

B. INTENSIVE ENGLISH LANGUAGE TRAINING

English language training (ELT) should be provided for program finalists whose English skills are satisfactory but not as strong as would be desirable for successful participation in the JFDP. ELT enables the JFDP to recruit a diverse group of fellows, especially outside the capital cities. Generally, finalists who achieve a score of just below 550 on the Institutional TOEFL (or a Computer-Based Test score of 213) administered during the semi-finalist phase of the JFDP competition should participate in an ELT course. The proposal should outline specifically the location of the ELT training, the length of the course and the course curriculum. The cooperating organization will also identify the ELT staff, explaining who will administer the course, and who will conduct the course.

C. ORIENTATIONS

Pre-departure orientations should be conducted for JFDP finalists in their home countries. In the case of countries with smaller numbers of fellows, one orientation may be held in a selected country for finalists from several neighboring countries. Pre-departure orientations should facilitate the safe passage of the JFDP fellows to the United States, clarify their understanding of the program's goals and regulations, including each fellow's mandatory compliance with the J-1 visa two-year home residency requirement, and generally prepare fellows for adjustment to the U.S. cultural and academic environment. Fellows should be thoroughly briefed regarding the JFDP rules concerning dependent family members and accident and sickness coverage. Each fellow must understand his/her obligation to maintain communication with the cooperating

organization throughout the duration of the program.

Each fellow must receive a hard copy of the ECA Governing Policies and Terms and Conditions of the JFDP. Each fellow must sign these Terms and Conditions prior to his or her departure to the United States. Tentative pre-departure locations and dates should be listed in proposals, but final approval will come in consultation with ECA and PAS.

The program orientation in the United States should cover the following information:

- information about fellows' U.S. host institutions;
- course registration and general information on the U.S. system of higher education;
- academic integrity;
- community service and volunteer opportunities;
- training in cross-cultural sensitivity and U.S. cultural practices;
- financial management issues, with a discussion of U.S. income tax obligations;
- regulations regarding limited employment opportunities; and
- advice on travel within the United States during the course of the program.

D. HOST INSTITUTION SELECTION AND PARTICIPANT PLACEMENT

The proposal must discuss how the cooperating organization expects to recruit and select U.S. host institutions in collaboration with ECA. The proposal must outline the level of support that it will require of the U.S. host colleges and universities to provide the participants and how the faculty mentors will be selected. ECA encourages the selection of host institutions that reflect the diversity of public and private colleges and universities throughout the United States. Host institutions should be selected on the basis of their academic competitiveness, ability to provide active faculty mentoring and participant support, ability to cost share, and ability to engage the local community to assist with the program. No more than five fellows may be placed at a single institution without prior approval from ECA. Host institutions will be expected to arrange individual or group orientations for more specific information on the participants' individual programs.

E. MONITORING

The proposal must discuss how the participants' progress in achieving program goals and objectives will be monitored at their U.S. host institutions (e.g., surveys, interviews, work plans, email, etc.). The proposal should cite the intended frequency of communication with the participants and representatives of the U.S. host institutions, and outline performance goals or benchmarks for the participants' semester in the United States. The proposal should also discuss how the quality of the participants' experience will be evaluated.

F. PROFESSIONAL ENHANCEMENTS

The proposal must include a description of professional enhancements that will complement the participants' academic activities. The proposal should also include a strategy for ensuring that participants are offered opportunities for additional professional development within their academic or local communities.

G. VIRTUAL MID-PROGRAM CONFERENCE

The proposal must discuss the goals and objectives of the mid-program virtual (on-line) conference and include tentative dates, possible topics and a draft agenda. Special attention should be given to an examination of how JFDP participants will take their experiences in the United States back to their home institutions and communities.

H. PROGRAM MONITORING AND EVALUATION

The proposal must include a plan to monitor and evaluate the success of the program, both as the activities unfold, at the end of the program, and once the participants return to their home institutions. While the cooperating organization will administer pre- and post-program surveys developed by ECA to the JFDP fellows, the cooperating organization will develop a set of outcomes that can be tied to the JFDP's goals. ECA recommends that the proposal include a draft survey questionnaire or other evaluation tool and provide a description of a methodology to link outcomes to original program objectives. These evaluation tools should complement the ECA surveys, not duplicate them. ECA expects that the cooperating organization will track participants and partners and be able to respond to key evaluation questions, including satisfaction with the program, learning as a result of the program, changes in behavior as a result of the program, and effects of the program on institutions (institutions in which participants work or partner institutions). The evaluation plan should include indicators that measure gains in mutual understanding as well as substantive knowledge.

I. ALUMNI TRACKING AND DATA TRANSFER

Please refer to ECA's General Policy Guidance on Alumni Outreach/Follow-on and Engagement and Commitment to Public Private Partnerships in the Proposal Submission Instructions (PSI) for specific details. ECA expects that all recipient organization (s) will encourage and assist participants in registering and using the State Alumni website (alumni.state.gov) and the ExchangesConnect website (connect.state.gov) at multiple points during their exchange experience. Proposals should detail how the websites will be promoted to exchange participants and how the recipient organization (s) will facilitate participant registration. The tracking of alumni is crucial for the evaluation of the program and for the implementation of follow-on programs. The proposal must provide a clear plan for alumni tracking and cite how it will be coordinated with ECA and PAS. All statistical information gathered and compiled by the recipient organization on JFDP participants and alumni should be transferable to the database maintained at ECA. The cooperating organization will be required to provide quarterly data submissions via electronic data transfer to the ECA database that are compatible with and meet

ECA database standards. Data fields should include, but are not limited to the following: first name; middle name; last name; gender; date of birth; country of citizenship; country of residence; participant type; field of study/research topic; home/host institution or affiliation; program category; fiscal year; U.S. state, and SEVIS ID number. The recipient organization will be expected to meet all statistical requirements including the submission of all grantee data for the Bureau's annual statistical report.

J. ALUMNI ACTIVITIES

Please refer to ECA's General Policy Guidance on Alumni Outreach/Follow-on and Engagement and Commitment to Public Private Partnerships in the Proposal Submission Instructions (PSI) for information on alumni activities. The cooperating organization should not propose to fund alumni activities with federal funds but may propose to cost-share alumni activities and/or direct a portion of program residuals (if available) towards alumni activities. All alumni plans must be consistent with the published ECA Guidance and must be approved by ECA before they are implemented.

K. VISA AND TAX REQUIREMENTS

Participants must be sponsored under an Exchange Visitor Program on a J-1 visa, and must comply with J-1 visa regulations. The recipient organization will be designated by ECA as an alternate responsible organization and will issue the DS-2019 forms for the participants. It will retain all administrative paperwork for the DS-2019 forms and ensure that all documentation reaches the appropriate overseas U.S. consular section. In addition, administration of the fellowships must be in compliance with reporting and withholding regulations for federal, state and local taxes as applicable.

III. PROPOSAL CONTENTS

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Applicants should submit a complete and thorough proposal describing the program in a convincing and comprehensive manner. Since there is no opportunity for applicants to meet with reviewing officials, the proposal should respond to the criteria set forth in the solicitation and other guidelines as clearly as possible.

Proposals should address succinctly, but completely, the elements described below and must follow all format requirements.

NOTE: Proposals submitted through Grants.gov may only be submitted in the following formats:

- Microsoft Word
- Microsoft Excel
- Adobe Portable Document Format (PDF)

- ASCII Text
- Joint Photographic Experts Group (JPEG images)

TAB A - Application for Federal Assistance Cover Sheet (SF-424)

TAB B - Executive Summary

In one double-spaced page, provide the following information about the project:

1. Name of organization/participating institutions
2. Beginning and ending dates of the program
3. Proposed theme
4. Nature of activity
5. Funding level requested from the Bureau, total program cost, total cost-sharing from applicant and other sources
6. Scope and Goals
7. Number and description of participants
8. Wider audience benefiting from program (overall impact)
9. Geographic diversity of program, both U.S. and overseas
10. Fields covered
11. Anticipated results (short and long-term)

TAB C - Calendar of activities/itinerary

Narrative (not to exceed twenty pages)

In no more than twenty double-spaced, single-sided pages, provide a detailed description of the program addressing the areas listed below:

1. Vision (statement of need, objectives, goals, benefits)
2. Participating Organizations
3. Program Activities (advertisement, recruitment and selection of host institutions and participants, orientations, English language training, academic program, professional enhancements, cultural program, participant monitoring)
4. Program Evaluation
5. Alumni Tracking
6. Work Plan/Time Frame

TAB D - Budget Submission

1. Budget Information – Non-Construction Programs (SF-424A)
2. The proposal must include a comprehensive line-item budget, the details and format of which are contained in the PSI. In addition, the proposal must include a comprehensive budget narrative demonstrating how costs were derived. **The total amount of funding requested from ECA may not exceed \$1,497,000 to support a minimum of 70 fully funded participants, three (3) to six (6) per participating country.** The number of JFDP participants that the organization proposes to sponsor in each country should be clearly stated. Program activity will

begin when the Cooperative Agreement is awarded (anticipated in March 2011) and end in Summer 2012. Alumni tracking will continue through December 2012. ECA reserves the right to reduce, revise or increase the proposed budget in accordance with funding availability and the needs of the program. Please note that ECA funds cannot be used to finance establishment of new overseas offices. ECA funds may be used to cover no more than 50% of overseas staff members' salaries during the agreement period.

As with other exchange programs, ECA is committed to the containment of costs consistent with overall program objectives and sound management. The proposed budget should be separated into Program Costs and Administrative Costs. Maximum federal funds should be committed towards the program participants and their activities in the U.S.

All JFDP fellows must be enrolled in the ECA-funded health benefits program, Accident and Sickness Policy for Exchanges (ASPE), or a comparable policy. Funding for the ASPE policy will be provided by ECA, separately from the JFDP budget of the cooperative agreement. The cooperating organization may include an additional line item to purchase supplemental insurance for those fellows attending a U.S. university that has mandated its own insurance or that does not accept the ECA health benefits policy. ASPE provides for limited accident and sickness coverage, medical evacuation and repatriation of remains for all fellows during the duration of the exchange program. The cooperating organization will assist in presenting claims to the policy administrator and consult with the Bureau on fellows' health issues that may affect successful completion of individual programs. The cooperating organization must utilize a system that assigns a unique ID number to each fellow for the purposes of enrollment.

ECA-funded items of expenditure may include, but are not limited to, the categories below. The program budget narrative should cite areas in which economies beyond ECA allowable costs can be achieved and document the proposed cost-sharing in the most concrete way possible. Administrative and program costs must be cost-shared to the greatest extent feasible. Administrative costs must be kept as reasonable and low as possible.

The U.S. Embassy in Uzbekistan will manage the recruitment and selection of Uzbek fellows. However, the cooperating organization will be responsible for providing the Embassy with Institutional TOEFL tests and arranging all international travel for the Uzbek participants. The budget should include line-items for the appropriate expenses.

Program Costs may include, but are not limited to, line items for:

1. Program advertising in the participating countries;
2. Program recruitment travel in the participating countries;
3. Selection Committee honoraria in the participating countries;
4. In-country travel for semi-finalists in the participating countries;
5. Pre-departure orientations in the participating countries;
6. Pre-academic English language training;

7. Alumni tracking in all participating countries;
8. Program evaluation;
9. Professional enrichment (conference attendance, professional memberships, other professional development activities);
10. Participant visas and visa processing fees;
11. Review of participants' medical records;
12. Round trip travel from the participants' home cities to international points of departure;
13. Round-trip international travel (following regulations in the Fly America Act);
14. Round-trip domestic travel from U.S. ports of arrival to host institutions;
15. Monthly Maintenance Rate (MMR) to reflect actual cost of living for high, medium, and low-cost cities;
16. Settling-in allowance;
17. Academic program costs and fees;
18. Books and academic materials;
19. Accident and sickness insurance (if required in addition to or instead of the ECA health benefits policy);
20. Shipping costs (for applications of finalists and alternate candidates).

Administrative Costs may include, but are not limited to, line items for:

1. Staff salaries and benefits. Each person and his/her position and location must be listed separately. Also please note the percentage of his/her total time spent on this program;
2. Facilities;
3. Communications (e.g., fax, telephone, postage, e-mail);
4. Office supplies;
5. Staff travel and per diem;
6. Administration of tax withholding as required by Federal, State, and local authorities and in accordance with relevant tax treaties;
7. A-133 audit fees;
8. Other direct costs and indirect costs.

A clear and cogent budget narrative must accompany the budget to explain and justify each line item. Please refer to the PSI for complete budget guidelines and formatting instructions. In addition, the budget notes or narrative should indicate how the recipient organization will monitor and track expenditures during the duration of the grant to avoid under or over expenditure. The budget narrative should provide a detailed (two-to-three sentence) description of all costs associated with the proposal.

TAB E

Resumes

Resumes of all program staff should be included. No resume should exceed two pages.

Letters of endorsement

Attachments to the proposal including, but not limited to:

- Draft list of targeted universities and departments in the United States
- Draft agenda for orientations and mid-year conferences
- Draft of participant program reports
- Draft evaluation plan
- Draft of English Language Training program
- Draft budget monitoring report that will be submitted to ECA on a quarterly basis (reflecting total expenditures and balances in each line item at the time the report is given to ECA)

TAB F

- 1.) SF-424B, "Assurances - Non-Construction Programs".
- 2.) First time applicant organizations and organizations which have not received an assistance award (grant or cooperative agreement) from the Bureau during the past three (3) years, must submit as an attachment to this form the following: (a) one copy of their Charter OR Articles of Incorporation; (b) a list of the current Board of Directors; and (c) current financial statements. **Note:** The Bureau retains the right to ask for additional documentation of those items included on this form.
- 3.) **Please note:** Effective January 7, 2009, all applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:
 - Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.
 - Those who do not file IRS Form 990 must submit information above in the format of their choice.

In addition to final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one- page description of grant activities, will be transmitted by the State Department to OMB, along

with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

4.) Include other attachments, if applicable, i.e. the SF-LLL form, etc.

IV. REVIEW PROCESS

Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Advisor or by other Department Elements. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Education and Cultural Affairs. Final technical authority for assistance awards (grants or cooperative agreements) resides with the Bureau's Grants Officer. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and availability of funds.

The review criteria for the Junior Faculty Development Program are as follows:

- 1. Quality of the program idea and program planning:** Proposals should exhibit originality, substance, precision, and relevance to the Bureau's mission. Detailed agenda and relevant work plan should demonstrate substantive undertakings and logistical capacity. Agenda and plan should adhere to the program overview and guidelines described above.
- 2. Ability to achieve program objectives:** Objectives should be reasonable, feasible, and flexible. Proposals should clearly demonstrate how the institution will meet the program's objectives and plan.
- 3. Multiplier effect/impact:** Proposed programs should strengthen long-term mutual understanding, including maximum sharing of information and establishment of long-term institutional and individual linkages.
- 4. Support of Diversity:** Proposals should demonstrate substantive support of the Bureau's policy on diversity. Achievable and relevant features should be cited in both program administration (selection of participants, program venue and program evaluation) and program content (orientation and wrap-up sessions, program meetings, resource materials and follow-up activities).
- 5. Institution's Record/Ability and Capacity:** Proposals should demonstrate an institutional record of successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Bureau awards (grants or cooperative agreements) as determined by Bureau Grants Staff. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants. Proposed personnel and institutional resources should be adequate and appropriate to achieve the program or project's goals.
- 6. Follow-on Activities:** Proposals should provide a plan for continued follow-on activity

(without Bureau support) ensuring that Bureau supported programs are not isolated events.

7. Project Evaluation: Proposals should include a plan to evaluate the activity's success, both as the activities unfold and at the end of the program. A draft survey questionnaire or other technique plus description of a methodology to use to link outcomes to original project objectives is recommended.

8. Cost-effectiveness and cost-sharing: The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate. Proposals should maximize cost-sharing through other private sector support as well as institutional direct funding contributions.

ADHERENCE TO ALL REGULATIONS GOVERNING THE J VISA

The Bureau of Educational and Cultural Affairs places critically important emphases on the security and proper administration of Exchange Visitor (J visa) Programs and adherence by award recipients and sponsors to all regulations governing the J visa. Therefore, proposals should demonstrate the applicant's capacity to meet all requirements governing the administration of Exchange Visitor Programs as set forth in 22 CFR 62, including the oversight of Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

The award recipient will be responsible for issuing DS-2019 forms to participants in this program. A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at <http://exchanges.state.gov> or from:

United States Department of State
Office of Exchange Coordination and Designation
ECA/EC/D
SA-5, Floor C2
Department of State
Washington, DC 20522-0582

APPLICATION SUBMISSION

The RFGP indicates the date the complete proposal is due and the manner in which proposals must be submitted. There are NO EXCEPTIONS to this deadline. For further information regarding this program, please contact Karene Grad at (202) 632-3237, Office of Academic Exchange Programs/European Programs Branch; e-mail: GradKE@state.gov.